



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road
Las Vegas, NV 89120
(702) 455-8200

www.ClarkCountyNV.gov

Part-Time Employment

**For the position of: Safekey Program Assistant IT
Location: Sunset Park**

Mike Tate

2601 E Sunset Rd (702) 455-8251 Phone / (702) 455-8234 Fax or email: mtate@ClarkCountyNV.gov

SALARY

\$10.00 - \$12.00 Hourly

OPENING DATE: March 5, 2014

CLOSING DATE: Until Filled

ABOUT THE POSITION:

Provides online, phone, and other related customer support duties as required for the department's RecTrac computer software system.

Will initially work under close supervision, Incumbent will be required to learn the department's Online RecTrac computer software program, and will provide phone support to customers. Applicant will also be required to perform office tasks, and to become knowledgeable of the Safekey office operations, as well as Safekey and departmental Policies & Procedures. As experience is gained, a greater independence of action within established guidelines will be expected.

Applicant will also be expected to participate in and understand RecTrac computer Software; training, provide customer support via phone and emails pertaining to issues related to the RecTrac online payments system, provide information by phone or email with regard to online payments, answer general questions related to RecTrac registration and online accounts, complete special projects as needed, and to perform other duties as required.

Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

OF VACANCIES: 1

MINIMUM REQUIRMENTS

Education and Experience: High school diploma or equivalent. 1+ year(s) experience in customer service.

Clark County Is An Equal Opportunity Employer

04/09

Preferred Qualifications: Applicant should have strong customer service skills and experience dealing with a wide range of customers. Applicant should be able to work independently and have knowledge and skills in recreation software. Applicant should have working knowledge of computers and data entry. Applicant should be comfortable working in a fast paced, energetic environment.

Licensing and Certification: N/A

Working Conditions: This position is Mon-Fri with varying hours. May be required to use own vehicle in the course of work, and will be required to work off site at different locations. Mileage reimbursement will be paid. Applicant must be able to lift 40 lbs.

Background Investigations: Employment is contingent upon the results of a background investigation.

APPLICATION PROCESS:

Applications can be picked up at any Parks & Recreation facility or can be downloaded at <http://www.clarkcountynv.gov/Depts/parks/Documents/Employment/part-time-employment-application.pdf>